

**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin (External)**

OPENING DATE: 02/27/2009 Recruiting Bulletin No. 29-08-DEC-ELCO-AA-FL-6
CLOSING DATE: 03/13/2009

POSITION TITLE: Administrative Assistant (AA)

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of extension.

AREA OF CONSIDERATION: All U.S. Citizens in the following counties:

Sarasota, FL. (Sarasota, Manatee, Hardee, and Desoto Counties)\$11.50/Hr.

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (see above).

QUALIFICATIONS: All applicants **MUST** take and pass a written test. Application must reflect demonstrated experience related to the specified duties listed below. You will be contacted concerning the date and location to take the test. Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo. Please allow 3 hours for the testing session. Seating is limited. No one will be admitted once testing begins. This agency provides reasonable accommodations to applicants with disabilities.

DUTIES: Incumbent serves as an Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquires of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents

requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

HOW TO APPLY: Each applicant must submit:

1. An Application: The following formats may be used

- a. **Optional Application for Federal Employment (OF-612), or**
- b. **A resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
- c. **An Application for Federal Employment (SF-171)** – this form is obsolete but may be used.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference - Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
-

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments,
- employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (insert telephone number).

2. OF-306, Declaration of Federal Employment

3. Take a test for the position.

Send all application information to:

**Bureau of the Census
Atlanta Regional Census Center
285 Peachtree Center Ave.
Marquis Tower Two
Suite # 1100
Atlanta, GA 30303
Attention: Mary Carson, Human Resource Specialist**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin, 03/13/2009. **Applications received after this date will not be considered. Faxed applications will NOT be accepted. Emailed applications will NOT be accepted.**

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy you may contact Mary Carson, Human Resource Specialist, (404) 332-2734.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS
OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION,
SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN
EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.**